

Indemnification Agreement of Lost, Missing or Damaged Original Promissory Note



Instructions for Completing Indemnification Agreement of Lost, Missing or Damaged Original Promissory Note

The following instructions and information are provided to assist in the proper preparation of an Indemnification Agreement of Promissory Note. **Use a separate form for each loan document.** All numbered sections on this form must be completed as outlined below. Please type or print clearly.

A. Borrower and Loan Information (parent or student)

1. Enter the borrower's Social Security number.
2. Enter the borrower's full name, last name, first name, middle initial.
3. Enter the date(s) the loan was disbursed. If the loan had more than one disbursement date, enter each date.
4. Enter the total amount of the loan.
5. Enter the interest rate of the loan.

B. Lost, Missing or Damaged Original Promissory Note

6. Check the type of loan (Stafford, SLS, PLUS, or Consolidation).

C. Lost, Missing or Damaged Original Promissory Note Justification

7. Check the box for the type of lost, missing or damaged promissory note. If the original promissory was lost and no photocopies of the original are available, complete Item 8 of this form. If the promissory note is damaged and not usable, complete Item 8 of this form. If the original promissory note is missing but a photocopy is available, attach the photocopy with this form.
8. Explain as specifically as possible the circumstances and conditions surrounding the lost or damaged promissory note. If more space is needed, use additional paper and attach to this form.

D. Indemnity

9. Print or type the name and title of the authorized official signing this document.
10. The authorized official must sign and date this form.
11. Enter the name of the lending institution or holder of the loan.
12. Enter the eight-digit lender identification number which consists of the six-digit number assigned by the U.S. Department of Education, and a two-digit suffix assigned by the Commission (usually -00).
13. Enter the complete address of the lender/holder of the loan (street, city, state, and zip code).

Do not complete before reading instructions above.

A. Borrower and Loan Information (parent or student)

1. Social Security number	2. Borrower name (last, first, middle initial)	
3. Disbursement date(s)	4. Amount	5. Interest rate (%)

B. Lost, Missing or Damaged Original Promissory Note

6. Type of loan (check only one) ☐ Stafford Student Loan ☐ Supplemental Loan for Students (SLS) ☐ Parent (PLUS) Loan for Students ☐ Consolidation Loan

C. Lost, Missing or Damaged Original Promissory Note Justification

7. Document type (check only one): ☐ Lost original (no photocopy attached/complete Item 8 below) ☐ Missing document (photocopy attached)
☐ Damaged document (complete Item 8 below)

8. Conditions or circumstances surrounding the lost or damaged promissory note.

D. Indemnity

The undersigned, as an officer of the institution listed below hereby represents and certifies that the original Promissory Note as indicated above for the named **Stafford Student Loan(s)/Supplemental Loans for Students/Parent (PLUS) Loan(s)/Consolidation Loan(s)** is lost, missing or damaged. Copies or certified true copies of the Promissory Note, Disbursement Check, Repayment Documents, Cure Documents, School List, Deferment Form or Forbearance Form are attached when applicable. The undersigned states that the loan related to the lost Promissory Note was issued in compliance with applicable Federal and State Regulations. Should the loan related to and associated with the original Promissory Note become uninsurable or uncollectable only by reason of lost, missing or damaged Promissory Note or if the loan is challenged in court and the California Student Aid Commission, in its sole discretion, determines that the loan cannot be enforced, the institution listed below hereby warrants that it shall relieve the California Student Aid Commission and its assignees of all liability and obligation and shall pay for said loan, the principal, accrued interest, attorney fees and court costs thereon.

9. Name and title of authorized officer: (please print or type)	10. Authorized officer's signature and date ▶		
11. Lender name	12. USDE lender I.D. _____ - _____		
13. Street address/P.O. Box	City	State	Zip code